

TRANSMITTAL SLIP		DATE
TO: Director, Intelligence Community Staff		
ROOM NO.	BUILDING	
REMARKS: 11007 1985 LOGGED ADMIN		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO.
1 FEB 56 241REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

ADMINISTRATIVE - INTERNAL USE ONLY

85-3437/1

MEMORANDUM FOR: Executive Director
Director, Intelligence Community Staff
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, National Intelligence Council
General Counsel
Inspector General
Comptroller
Director, Office of Legislative Liaison
Director, Public Affairs Office
Executive Secretary
Administrative Officer, ODCI

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Annual Circulation [] Handbook of
Required Regulatory Readings

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1. The Handbook of Required Regulatory Readings, []
copies of which are held by all components, must be circulated
annually in October to all Agency employees. The current
edition, issued 5 October 1982 (with subsequent modifications),
contains information with which all Agency personnel must be
familiar in carrying out their duties and responsibilities.
Each employee therefore is required to read the handbook
annually and certify that he or she has done so.

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2. Please ensure that all supervisors undertake the
necessary action to have all employees for whom they are
responsible read the material in the handbook and certify that
they have done so by signing their full names on a routing
sheet attached by the supervisor to the handbook. Supervisors
will retain the signed routing sheet as a record of employee
compliance.

3. A further revision of [] reflecting a change in
style and organization, is currently in the process of
Agency-wide coordination but will not be published by the end
of October. However, the essential policy set forth in the
edition that will be circulated for review by all personnel
remains in effect.

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Harry E. Fitzwater

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Regulatory Readings

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[] (4 October 85)

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Distribution:

Orig - DDA

1 - Each Addressee

1 - DDA Chrono

1 - DDA Subject

1 - RPD Chrono